



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 6/14/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE		
2. Agency Application No. 8		Date Received JUN 22 1973	Application No. 73-442 Date Completed JUN 28 1973	
3. AGENCY, Division, Subdivision & Administering Office Address Ga. Dept. of Labor Labor Bldg., Atlanta, Ga. 30323 Employment Security Agency Unemployment Insurance Div. Investigation Section		4. Person to Contact Patrick A. Fridell	5. Working Title Chief	6. Tel. No. 656-3060

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1969 to PRESENT

9. Exact Series Title
FRAUD DETERMINATION FILE

10. What is the function of the office in which this record series is created? The function of the Unemployment Insurance Div. is to implement the Ga. Employment Security Law which requires that legal entities employing workers in Ga. report and pay taxes on the wages of such employees; and to subsequently pay benefits to such covered workers when they are unemployed through no fault of their own and when they comply with certain other requirements.
- The Investigation Section is responsible for establishing overpayments on and making all reasonable efforts to recover any such benefits paid through error, administrative redetermination or occasioned by fraud.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to the determination of ~~Fraud~~ **FRAUD** under the provisions of Section 16(f) of the Georgia Employment Security Law and resulting determination of either the applicability or non applicability of the forfeiture provisions of that law.
- Includes either form UIC 79 (Memorandum) or form ESA 443 (Determination under Section 16(f)) as appropriate.
- Files are arranged alphabetically by last name of claimant.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	1 1/4	2.5		1/4	.25		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	2	1/30	1/90	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ [] ☒ [X]
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. ☐ [] ☒ [X]
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Retention of this copy of these documents results in a considerable saving of time and money by preventing personnel from having to search and print microfilm records.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ [X] Hold in the current files area _____ month(s)/ 3 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>John C. Arnold</i>		Date <i>6/14/73</i>	OTHER REQUIRED SIGNATURES		DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved		<i>[Signature]</i>		<i>5-18-73</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<i>William M. Dixon</i>		<i>6-26-73</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<i>Carroll West</i>		<i>6-22-73</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		<i>Robert H. Shell</i>		<i>6-26-73</i>
	STATE RECORDS COMMITTEE				